

Wells, Mike

From: Wells, Mike
Sent: Wednesday, May 07, 2014 9:30 AM
To: Chin, Joanne; Jacobsen, Lisa
Subject: RE: regarding the move of OWW and files in file saver

I don't have the original message referred to, but can give a shot anyway. See below.

From: Chin, Joanne
Sent: Wednesday, May 07, 2014 8:54 AM
To: Wells, Mike
Subject: FW: regarding the move of OWW and files in file saver

Hi Mike,

Can you answer Lisa's questions below and thanks!

Joanne Chin
Tel: 206-553-8088

From: Jacobsen, Lisa
Sent: Wednesday, May 07, 2014 8:43 AM
To: Chin, Joanne
Cc: Jennings, Marie
Subject: regarding the move of OWW and files in file saver

Joann,

Yes, it is me again about the files, the "worrier."

I have a couple questions about the move and where the files will end up once we move to the new floor.

- 1) Paula's notes about the OWET meeting says that the filesaver files are well marked (according to Mike Wells), so does that mean that they will all move to the new file saver on the new floor (19?)? By "well marked" I was just saying that the files appear to be in pretty good shape as far as being prepped for the move. Not a ton of abandoned, unlabeled material. Their being well marked doesn't dictate where they'll end up. The vast majority will go directly 1:1 from your current file saver to the new one on 19 at least initially, with certain larger designated collections going directly to the 16th floor CRC. Those would have to be pre-labeled ahead of time w/official Versatile CRC labels.
- 2) The notes also state that if the other files that are not to be in the filesaver, and do not have Versatile labels, then they cannot go to the records center. Where will those files go? The destination options for records are: DFA (your secure file room on 19), CRC (for those things that are referenced less frequently, like less than once a month or quarter), FRC (offsite for those things that are closed but have not reached their retention, seldom referenced), or destroyed (for those things that have surpassed their retention according to their schedule). My understanding is that OWW is looking at auxiliary space options, like cabinets along the interior hallways on 19, probably for nonrecord reference. That said, if after everything is identified, sorted, and labeled and there's STILL a shortage of space in your DFA...we'll have to look at CRC and FRC options. I'm optimistic that reduction efforts will leave you in good shape.

I ask these questions because the files I use every day, and that are to be in the file saver, have Versatile labels. I am afraid if we run out of space in the file saver on the 19th floor because record center files can't go to the record center (no labels) then my files might end up there. Please don't let that happen if management starts talking like this is a good

idea. It would be a very bad idea. I would think these would get top priority for your file room, so wouldn't worry. Just make sure they are returned to the file saver prior to the cutoff date (2 weeks before move), or else they'll have to stay with you and be moved by the move company "Lile" in the packing crates.

Thanks for listening,
Lisa